

CRITERIA & GUIDELINES FOR SELF-STUDY

To become approved and to continue to be approved, a school shall, in addition to meeting the criteria stated in this document, comply with all sections of Article 3, Title 16, Chapter 14, California Code of Regulations and Article 4, Chapter 6, Business and Professions Code. A material misrepresentation of fact by a nursing program in any information required to be submitted to the Board is grounds for denial or revocation of the program's accreditation (i.e., approval) [Section 1421(d)].

APPROVAL CRITERIA	INDICATORS	EVIDENCE
I. ADMINISTRATION		Including, but not limited to:
SECTION 1424(a) There shall be a written statement of philosophy and objectives which serve as a basis for curriculum structure. Such statement shall take into consideration the individual differences of students, including their cultural and ethnic background, learning styles, goals, and support systems. It shall also take into consideration concepts of nursing and man in terms of nursing activities, the environment, the health-illness continuum, and relevant knowledge from related disciplines	<ul style="list-style-type: none"> The philosophy and the objectives of a nursing program must be consistent and serve as the basis of the curriculum structure. Philosophical statement is readily available in writing to students, applicants and the public. Course objectives are written in clear, behavioral terms and are included in all course syllabi. Program philosophy is included in Self-Study. 	<ol style="list-style-type: none"> Students report consistent implementation of program philosophy in their experiences in the program. Philosophy includes faculty's beliefs about: <ol style="list-style-type: none"> Persons (humanity) Art and science of nursing. Nursing education, including the following individual differences among students, <ol style="list-style-type: none"> Cultural milieu, Ethnic background, Learning styles, and Support systems. Program objectives reflect philosophy.



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<p>SECTION 1424(b) The policies and procedures by which the program is administered shall be in writing, shall reflect the philosophy and objectives of the program, and shall be available to all students</p>	<ul style="list-style-type: none"> • All policies and procedures by which the nursing program is administered shall reflect its philosophy and objectives. • Documents where information is available to students are included in the Self-Study. • Include a copy of Nursing Student Handbook with each Self-Study. 	<ol style="list-style-type: none"> 1. Written policies and procedures are available to student on the following activities: <ol style="list-style-type: none"> a. Admissions b. Promotion c. Retention d. Graduation e. Dismissal f. Grievance policies g. Challenge policies 2. Students state they are aware of policies and procedures of the program and that they are universally applied.
<p>SECTION 1424(b)(1) The nursing program shall have a written plan for evaluation of the total program, including admission and selection procedure, attrition and retention of students, and performance of graduates in meeting community needs.</p>	<ul style="list-style-type: none"> • The evaluation process assesses the effectiveness of the total educational program, including the effectiveness of the evaluation plan as a quality improvement tool. • The faculty as a whole analyze data collected and make appropriate changes based on that input and the continuing evolution of nursing/health care theory and practice. • Faculty utilize a system to track problems and responses over time. 	<ol style="list-style-type: none"> A. Written reports of the results of the total program evaluation, including: <ol style="list-style-type: none"> 1. Attrition rates and patterns, 2. Surveys, e.g., students, graduates, employers, 2. NCLEX pass rates for past five years, and 3. Any student issues or complaints. B. The above reports include: <ol style="list-style-type: none"> 1. Patterns and trends, 2. Faculty analysis, 3. Outcome of analysis (change, resolution).

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<p>SECTION 1424(c) There shall be an organizational chart which identifies the relationships, lines of authority and channels of communication within the program, between the program and other administrative segments of the institution with which it is affiliated, and between the program, the institution and clinical agencies.</p>	<ul style="list-style-type: none"> • There is an organizational plan that shows lines of authority and channels of communication between the program, the institution and all clinical agencies. • Director has responsibility and authority to supervise and evaluate all program faculty and staff. • All lead faculty are approved as an Instructor and an Instructor, Assistant Director or the Director supervises all Assistant Instructors and Clinical Teaching Assistants. 	<p>A. Nursing Department organizational chart to include clinical agencies and relation to administration.</p> <p>B. Administrators, faculty and students verify authority and communication lines as indicated on organizational chart.</p> <p>C. Summary of minutes reflecting identified relationships and communications:</p> <ol style="list-style-type: none"> 1. faculty meetings 2. interdepartmental meetings 3. interagency meetings
<p>SECTION 1424(d) The program shall have sufficient resources, including faculty, library, staff and support services, physical space and equipment to achieve the program's objectives.</p>	<ul style="list-style-type: none"> • There are adequate resources to assist the students to achieve the program objectives. • Faculty have identified and sought to mitigate any limitations in resources or any barriers students' experience in accessing resources. 	<p>A. Written summary evaluation of resources, to include:</p> <ol style="list-style-type: none"> 1. Faculty 2. Library 3. Staff services 4. Support services 5. Learning/skills laboratory 6. Laboratory resources 7. Physical space 8. Equipment 9. Hardware/software <p>B. Students and faculty verify adequacy of resources.</p> <p>C. Written report demonstrates faculty are tracking any resource or access problems.</p>

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<p>SECTION 1424(e) A sufficient period of time shall be set aside, by the institution, exclusively for the use of the director or his or her designee in administration of the program.</p>	<ul style="list-style-type: none"> Director will have sufficient time to perform the functions of the Director that includes the responsibility and authority to: <ol style="list-style-type: none"> Develop and implement the program budget, Plan, manage and evaluate all aspects of the program including, but not limited to: <ol style="list-style-type: none"> Faculty and staff, Curriculum development and implementation, Ensure program compliance with Board rules and regulations, and Act as a student advocate. The amount of time set aside, by the institution, for the exclusive use of the Director to administer the RN program is specified. <p>Note: Refer to and implement CCR 1420 definitions for “Administration” and “Director”.</p>	<p>A. Job description for:</p> <ol style="list-style-type: none"> Director Assistant director <p>B. Semester/quarter schedule for:</p> <ol style="list-style-type: none"> Director Assistant director
<p>SECTION 1424(f) The program shall have a registered nurse faculty member who is knowledgeable and current regarding the program and the policies and procedures by which it is administered and who can perform the director’s duties in that person’s absence.</p>	<ul style="list-style-type: none"> There will be at least one Assistant Director, with a defined duty statement, who meets the qualifications for an Instructor as stated in Section 1425(c). The amount of time set aside for the Assistant Director is specified. 	<p>A. Credentials of Assistant Director:</p> <ol style="list-style-type: none"> Assistant Director Approval form Job descriptions of Assistant Director that defines administrative functions performed. <p>B. Nursing Department organizational chart reflecting Assistant Director’s role.</p>

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<p>SECTION 1424(g) The faculty shall have the primary responsibility for developing policies and procedures, planning, organizing, implementing and evaluating all aspects of the program.</p>	<p>Faculty minutes shall track/reflect all faculty's:</p> <ol style="list-style-type: none"> 1. Input into program policy development, 2. Responsibility for program implementation and outcomes, and 3. Evaluation of all aspects of program. 	<ol style="list-style-type: none"> A. A summary report of minutes demonstrating faculty's tracking of their: <ol style="list-style-type: none"> 1. Development of policies and procedures 2. Planning, organization, implementing and evaluating all aspects of the program. B. Organizational chart reflecting the manner by which the faculty functions C. Faculty handbook D. Validation from students, faculty and director.
<p>SECTION 1424(h) The faculty shall be adequate in type and number to develop and implement the program approved by the Board, and shall include at least one qualified instructor in each of the areas of nursing listed in Section 1426 who shall be responsible for the educational program in that area. Nursing faculty members whose teaching responsibilities include subject matter directly related to the practice of nursing shall be clinically competent in the areas to which they are assigned.</p>	<ul style="list-style-type: none"> • List of faculty in BRN and program files will be congruent. (NEC will send program BRN list for updating and reconciliation prior to visit.) • Information shall be available on each faculty's current education and experience in teaching theory and clinical. • Faculty numbers will be sufficient to safely implement the curriculum. • One content expert for each of the five clinical areas (M/S, O, C, P, G) with each expert's qualifying credentials shall be listed in the Self-Study. • How content expert role is accomplished in program is described in the Self-Study. <p>Note: Refer to and implement CCR 1420 (c) for definition of "clinically competent."</p>	<ol style="list-style-type: none"> A. Faculty profiles that include the last five years of activities related to their teaching assignment(s) and their approved clinical area(s). CE hours &/or clinical work experiences sufficient to demonstrate faculty expertise and continued clinical competency. B. Identify education and clinical experience that qualifies each content expert for that role. (Initial requirements: MS degree or 30-hours continuing education and 240-hrs clinical practice within last five years.) C. List class schedule and faculty assignments and include in Self-Study. D. Initial Faculty Appointment forms (EDP-P- 02)* and, if applicable, Faculty Reclassification forms (EDP-P-04)* E. Compliance with policy on content experts. <p>* Use latest version of all Board Forms.</p>

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<p>SECTION 1424(i) When non-faculty individuals participate in the instruction and supervision of students obtaining clinical experience, their responsibilities shall be described in writing and kept on file by the nursing program.</p>	<ul style="list-style-type: none"> Non-faculty individuals shall have expertise in the area in which they are responsible for the clinical supervision of students. <p>(Note: This refers to a formal precepted experience and not to the incidental supervision of students throughout the curriculum. See CCR 1420 (k) for definition on non-faculty.</p>	<p>A. Identification of all non-faculty individuals who do clinical supervision and instruction, plus:</p> <ol style="list-style-type: none"> Job description of responsibilities. Brief vitae documenting qualifications in area of expertise. Orientation plan. <p>B. Evaluation report on precepted experience.</p>
<p>SECTION 1424(j) The assistant director shall function under the supervision of the director. Assistant instructors and clinical teaching assistants shall function under the supervision of an instructor.</p>	<ul style="list-style-type: none"> Describe the hierarchy of the faculty in relation to implementing the curriculum. 	<p>A. List relationships from Director through all faculty and non-faculty members and responsibility for curriculum.</p> <p>B. Supervision consistent with program organizational chart.</p>
<p>SECTION 1424(k) The student/teacher ratio in the clinical setting shall be based on the following criteria:</p> <ol style="list-style-type: none"> acuity of patient needs; objectives of the learning experience; class level of the students; geographical placement of students; teaching methods; and requirements established by the clinical agency. 	<ul style="list-style-type: none"> Plan to show rationale for student/teacher ratio based on criteria, Section 1424(k). Faculty evaluate initial and ongoing clinical placement of students. 	<p>A. Written process for determining student/teacher ratio in all clinical sites.</p> <p>B. Minutes of meetings between faculty and clinical agency personnel.</p> <p>C. A written summary report on student evaluations of clinical settings.</p> <p>D. Students report clinical settings are adequate for them to meet course objectives.</p>

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II. FACULTY QUALIFICATIONS & CHANGES		Including, but not limited to:
SECTION 1425 A program shall report to the Board all changes in faculty including changes in teaching areas, prior to employment of or within 30 days after termination of employment of a faculty member. Such changes shall be reported on forms provided by the Board. Faculty members shall possess the following qualifications:	<ul style="list-style-type: none"> Director, Assistant Director and all faculty must have on file in the program and with the Board an approval form, signed by Board staff, approving all administrative or teaching functions performed in the program. 	Faculty, Assistant Director, and Director forms on file with Board are consistent with assignments and positions held in the program.
SECTION 1425(a) A nurse faculty member appointed on or after the effective date of these regulations shall hold a valid, active license issued by the Board.	<ul style="list-style-type: none"> All nurse faculty members and administrators will have a current, clear active RN license at all times 	List all faculty and administrators of the program showing current, active California RN licensure.
SECTION 1425(b) The registered nurse director of the program shall have: (1) A Master's or higher degree from an accredited college or university which includes course work in nursing, education or administration; (2) A minimum of one year's experience in an administrative position; (3) A minimum of two year's experience teaching in pre or post-licensure nursing programs; (4) At least one year's experience as a registered nurse providing direct patient care; or (5) Equivalent experience and/or education as determined by Board.	RN Director shall meet all requirements of 1425(b).	A. Narrative showing how position is filled: 1. Appointed or elected (process), 2. Term of office, and 3. Amount of time for administrative functions. B. Duty statement that includes functions listed under Indicators for Section 1424(e). C. Copy of approved Director Approval Form. Note: It is the program's responsibility to demonstrate that a non-nursing degree and/or non-academic administrative experience meets the requirements of 1425(b).

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SECTION 1425(c) The registered nurse assistant director shall meet the education requirements set forth in subsection (b)(1) above and the experience requirements set forth in subsections (b)(3) and (b)(4) above or such experience as the Board determines to be equivalent.	<ul style="list-style-type: none"> The registered nurse Assistant Director shall meet minimum requirements of Section 1425(c). 	A. Narrative showing how position is filled: <ol style="list-style-type: none"> Appointed or elected (process), Term of office, and Amount of time for administrative functions. B. Duty statement that includes administrative functions assigned or shared. C. Copy of approved Director or Assistant Director Approval Form.
SECTION 1425(d) An instructor shall meet the following requirements: <ol style="list-style-type: none"> Those set forth in subsections (b)(1) and (b)(4) above; and Completion of at least one year's experience teaching courses related to nursing or a course which includes practice in teaching nursing. 	<ul style="list-style-type: none"> Instructors in the nursing programs shall meet minimum requirements of Section 1425(d). <p>Note: See below in Indicators for 1425(e) for note on competency requirements in a specific clinical area.</p>	A. Initial Faculty Approval form (EDP-P-02) and if applicable Faculty Reclassification/Resignation form (EDP-P-04). B. Description of clinical experience in approved content area within last five years. <p>Note: EDP-P-04 was combined with EDP-P-02 in 2001 to create one faculty approval form EDP-P-02R. Use this new form for all new approvals and reclassifications.</p>

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<p>SECTION 1425(e) An assistant instructor shall have:</p> <p>(1) A baccalaureate degree from an accredited college which shall include courses in nursing, or in natural, behavioral or social sciences relevant to nursing practice;</p> <p>(2) At least one year's continuous, full time experience in direct patient care practice as a registered nurse.</p>	<ul style="list-style-type: none"> An Assistant Instructor shall meet minimum requirements of Section 1425(e). Include all Assistant Instructor information as noted above. <p>Note: Minimum experience is one year, full-time providing direct patient care as an RN. Competency requirement in a specific clinical area is defined as RN clinical experience in the content area within last 5 years. Teaching in an RN pre/post-licensure nursing program for a minimum of one academic year in last 5 years is also acceptable</p>	<p>A. Initial Faculty Approval form (EDP-P-02) and, if applicable, Faculty Reclassification/Resignation form (EDP-P-04).</p> <p>B. Description of clinical experience in approved content area within last five years.</p> <p>NOTE: EDP-P-04 was combined with EDP-P-02 in 2001 to create one faculty approval form EDP-P-02R. Use this new form for all new approvals and reclassifications.</p>
<p>SECTION 1425(f) A clinical teaching assistant shall have had at least one year's experience, within the previous five years, as a registered nurse providing direct patient care.</p>	<p>The clinical teaching assistant shall meet the minimum requirements for Section 1425(f).</p>	<p>Initial Faculty Approval form (EDP-P-02R) and, if applicable, Faculty Reclassification/Resignation form (EDP-P-04).</p> <p>NOTE: Use this new form for all new approvals and reclassifications.</p>

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III. FACULTY RESPONSIBILITIES		Including, but not limited to:
SECTION 1425.1(a) Each faculty member shall assume responsibility and accountability for instruction, evaluation of students, and planning and implementing curriculum content.	<ul style="list-style-type: none"> There shall be a record showing all activities and responsibilities of each faculty member. The Board considers each faculty member responsible for the consistent implementation of the program philosophy, objectives, policies and curriculum. The Board considers part time faculty share the same responsibility as full time faculty. 	A. Schedule of faculty/student rotations. B. Faculty job description C. Program's full-time/part-time policy. D. Students report consistent implementation of philosophy and framework across the curriculum.
SECTION 1425.1(b) The registered nurse faculty member shall be responsible for clinical supervision only of those students enrolled in the registered nursing program.	<ul style="list-style-type: none"> Registered nurse faculty members are responsible exclusively for clinical supervision of students in the registered nursing program. List names of any faculty with a dual appointment between the institution and service and how position is funded. 	A. Schedule of faculty/student rotations. B. Clinical agency contracts reflect faculty responsibility for student supervision.

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IV. REQUIRED CURRICULUM; PRIOR APPROVAL		Including, but not limited to:
SECTION 1426(a) The curriculum of a nursing program shall be that set forth in this section. A program's curriculum shall not be implemented or revised until it has been approved by the Board.	<ul style="list-style-type: none"> The Board of Registered Nursing shall approve the current curriculum of a nursing program prior to its implementation. <p>NOTE: EDP-P-07 was combined with EDP-P-06 to create EDP-P-06 Rev in 2001. Use the revised curriculum forms for all, new curriculum changes</p>	<p>A. Program curriculum forms are <u>signed</u> and consistent with Board files.</p> <ol style="list-style-type: none"> Total Curriculum Plan form (EDP-P-05). Course of Instruction form (EDP-P-06R). <p>B. Hours & units implemented are consistent with Program and Board files.</p>
SECTION 1426(b) The curriculum shall reflect a unifying theme, which includes the nursing process as defined by faculty, and shall be designed so that a nurse who completes the program will have the knowledge and skills necessary to function in accordance with the minimum standards for competency set forth in Section 1443.5.	<ul style="list-style-type: none"> Curriculum shall have a unifying theme that includes the nursing process and is a plan that provides the necessary knowledge and skills for the student to function and meet minimum standards of competence (CCR 1443.5). Narrative and/or a diagram showing how curriculum model includes nursing process and embodies program philosophy. Each faculty implements curriculum according to agreed upon philosophy, objectives and theoretical framework. 	<p>A. Consistency of curriculum will be reflected in:</p> <ol style="list-style-type: none"> Course syllabi, Student and faculty evaluations, and Pattern of attrition across the curriculum. <p>B. Relevance of curriculum to current practice standards (CCR 1443.5) is demonstrated by:</p> <ol style="list-style-type: none"> NCLEX pass rates and trends, Written summary of graduate survey evaluations, and Written summary of employer survey evaluations.

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SECTION 1426(c) The curriculum shall consist of not less than fifty-eight (58) semester units, or eighty-seven (87) quarter units, which shall include at least the following number of units in the specified course areas:	<ul style="list-style-type: none"> The curriculum shall reflect the minimum requirements as stated in Section 1426(c). Curriculum forms signed and dated by Board staff on file match program files. 	A. Total Curriculum Plan for (EDP-P-05). B. Required Curriculum/Content Required for Licensure (EDP-P-06R) C. Approved units and hours consistent:
(1) Art and science of nursing, thirty-six (36) semester units or fifty-four (54) quarter units, of which eighteen (18) semester or twenty-seven (27) quarter units will be in theory and eighteen (18) semester or twenty-seven (27) quarter units will be in clinical practice	<ul style="list-style-type: none"> Course syllabi reflect units and hours documented on curriculum forms. 	1. Board forms, 2. College catalog, 3. Course syllabi, 4. Class schedule, 5. Nursing Student Handbook, 6. Verification from students and faculty.
(2) Communication skills, six (6) semester or nine (9) quarter units. Communication skills shall include principles of verbal, written and group communication.	<ul style="list-style-type: none"> College courses that emphasize interpersonal communication skills, verbal, written, group. Separate communication courses and may also be included in nursing courses, identify where met. 	Note: EDP-P-07 was combined with EDP-P-06 in 2001 to create EDP-P-06R. Use this new forms for all future curriculum changes
(3) Related natural, behavioral, and social sciences, sixteen (16) semester or twenty-four (24) quarter units.	<ul style="list-style-type: none"> A minimum of 16/24 units of sciences required, e.g., anatomy, physiology, microbiology, psychology, sociology, or cultural anthropology. Other science units may be included or be apart of other degree requirements. 	Appropriate Board forms and program sources confirm compliance. * * Use latest version of all Board Forms.

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<p>SECTION 1426(d) Theory and clinical practice shall be concurrent in the following nursing areas: medical/ surgical, maternal/child, mental health, psychiatric nursing, and geriatrics. Instruction will be given in, but not limited to, the following: personal hygiene, human sexuality, client abuse, cultural diversity, nutrition (including therapeutic aspects), pharmacology, legal, social and ethical aspects of nursing, nursing leadership and management.</p>	<ul style="list-style-type: none"> • All nursing courses shall have concurrent theory and clinical practice. • Clinical practice sufficient to meet course objectives and standards of competent performance (CCR 1443.5) is expected for each of five clinical areas of nursing practice. 	<p>A. Schedule of classes. B. Schedule of clinical rotations. C. Identification of content areas that are integrated (e.g., geriatrics, nutrition, and pharmacology, etc.).</p>
<p>SECTION 1426(e) The following shall be integrated throughout the entire nursing curriculum:</p> <ol style="list-style-type: none"> (1) nursing process; (2) basic intervention skills in preventive, remedial, supportive and rehabilitative nursing; (3) physical, behavioral and social aspects of human development from birth through all age levels; (4) the knowledge and skills required to develop collegial relationships with health care providers from other disciplines; (5) communication skills including principles of verbal, written and group communications; (6) natural sciences including human anatomy, physiology and microbiology; and (7) related behavioral and social sciences with emphasis on societal and cultural patterns, human development, and (8) behavior relevant to health-illness. 	<ul style="list-style-type: none"> • The curriculum shall reflect all subsections of Section 1426(e). • Include in Self Study the approved (<u>signed by NEC</u>) curriculum forms: <ol style="list-style-type: none"> 1. Total Curriculum Plan (EDP-P-05 or EDP-P-05A) 2. Required Curriculum/Content Required for Licensure (EDP-P-06 or EDP-P-06 Rev 09/01) 3. Course of Instruction (EDP-P-07 if not using EDP-P-06 Rev) 	<p>A. Course syllabi will contain appropriate:</p> <ol style="list-style-type: none"> 1. Course objectives, 2. Curriculum content, and 3. Clinical experiences, including nursing skills and clinical conference. <p>B. Communication skills and related sciences provided by:</p> <ol style="list-style-type: none"> 1. Support courses provided on campus and/or accepted as transfer credit 2. Integration into nursing courses <p>C. Narrative summary evaluating relevance and effectiveness of above content.</p>

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<p>SECTION 1426(f) The course of instruction shall be presented in semester or quarter units under the following formula:</p> <ol style="list-style-type: none"> 1) One (1) hour of instruction in theory each week throughout a semester or quarter equals one (1) unit. 2) Three (3) hours of clinical practice each week throughout a semester or quarter equals one (1) unit. 	<ul style="list-style-type: none"> • Nursing program must utilize semester or quarter units as designated by college policy. • Total hours for theory is based on the number of weeks times one hour/week/unit. • Total hours for clinical is based on the number of weeks times 3 hrs/week/unit. • Indicate if using a compressed calendar. <p>NOTE: Courses may be compressed as long as total number of hours/unit equals the total for the base number of weeks in the semester or quarter.</p>	<p>A. Hours per unit accurately reflected in:</p> <ol style="list-style-type: none"> 1. Total Curriculum Plan Form (EDP-P-05 or EDP-P-05A) Form 05A will calculate total hours if opened in Excel. 2. College/university catalogue 3. Course outlines/syllabi 4. Student handbook 5. Credit granted
<p>V. CLINICAL FACILITIES</p>		<p>Including, but not limited to:</p>
<p>Section 1427(a) A nursing program shall not utilize agencies and/or community facilities for clinical experience without prior approval by the Board. Each program must submit evidence that it has complied with the requirements of subdivisions (b) and (c) of this section and the policies outlined by the Board.</p>	<ul style="list-style-type: none"> • List of clinical facilities in BRN and program files will be congruent. (NEC will send program BRN list for updating and reconciliation prior to visit.) • Program copies of Clinical Site Approval forms (EDP-P-08) shall be consistent with Board files. • Verification that selected clinical sites meet requirements of subdivision (b) (c) below. 	<p>A. The following documents verify compliance:</p> <ol style="list-style-type: none"> 1. Clinical Site Approval form (EDP-P-08),* 2. Curriculum/Faculty form (EDP-P-11) 3. Clinical contracts, 4. Minutes of interagency meetings, and 5. Written evaluation/verification of clinical sites. (May use Verification Form EDP-P-14.) <p>* Use latest version of all Board Forms.</p>

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Section 1427(b) A program which utilizes agencies and/or community facilities for clinical experience shall maintain written objectives for student learning in such facilities stated in measurable performance terms, and shall assign students only to facilities which can provide the experience necessary to meet those objectives.	<ul style="list-style-type: none"> Clinical agencies shall be utilized only when they can provide the experiences necessary to meet course objectives. Written objectives shall be posted and available on each unit or area when students are present. 	<p>A. The following demonstrates compliance:</p> <ol style="list-style-type: none"> Consultants are readily able to obtain current written objectives at each site visited. Students report ability to meet clinical objectives and that faculty and RN staff support the students' learning. Written report that summarizes student and faculty evaluations of clinical sites and changes made when indicated.
<p>SECTION 1427(c) Each such program shall maintain written agreements with such facilities and such agreements shall include the following:</p> <ol style="list-style-type: none"> Assurance of the availability and appropriateness of the learning environment in relation to the program's written objectives; Provisions for orientation of faculty and students; A specification of the responsibilities and authority of the facility's staff as related to the program and to the educational experience of the students; Assurance that staff is adequate in number and quality to insure safe and continuous health care services to the patients. Provisions for continuing communication between the facility and the program; and A description of the responsibilities of faculty assigned to the facility utilized by the program. 	<ul style="list-style-type: none"> Clinical contracts shall meet the requirements stated in Section 1427(c) (1)-(6). (Include in the Self Study as a sample of contract form(s) used.) A process that faculty use for discussing the program's philosophy, curricular framework and specific course objectives with clinical agencies. (Include in Self Study.) A statement of adequate staffing must be included in the contract with the clinical agency. Job responsibilities of the faculty should be delineated in the agency contracts. How orientation of faculty occurs and who is responsible to orient students. 	<p>A. All clinical agencies used by program will have a signed, current contract that includes all the requirements of 1427(c) (1) – (6).</p> <p>B. Written summary of interagency meetings including resolution of any problems.</p> <p>C. Written plan for the following if not detailed in contract:</p> <ol style="list-style-type: none"> Communication between agency and college or university. Orientation of faculty and students. Preceptor Program if applicable. Work-Study Program if applicable.
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VI. STUDENT PARTICIPATION		Including, but not limited to:
<p>Section 1428(a) Students shall be provided the opportunity to participate with the faculty in the identification of policies and procedures related to students including but not limited to:</p> <ol style="list-style-type: none"> (1) Philosophy and objectives; (2) Clinical facilities; (3) Learning experiences; and (4) Curriculum, instruction and evaluation of the various aspects of the program. 	<ul style="list-style-type: none"> • There is active student participation formally or informally with the faculty in the identification of policies and procedures relating to the students in the nursing program. • Avenues for student input listed in Self Study, such as: <ol style="list-style-type: none"> 1. Committee membership(s) and whether students have voting privileges, 2. Student representatives by name and level, 3. Method used to collect written student course evaluations, and 4. Utilization of student nurses organization if applicable. 5. Any other avenues open to students to have input into program activities. 	<ol style="list-style-type: none"> A. Written report tracking student issues and complaints and program responses. (Identify location of verifying documentation.) B. Verification from students and faculty concerning student participation. C. Faculty analysis of student evaluations of courses, faculty, clinical sites and program, including changes made as appropriate. D. Job description for student representatives, how selected and process for student to student communication.
<p>SECTION 1428(b) The program shall have a procedure for resolving student grievances.</p>	<ul style="list-style-type: none"> • The written procedure for resolution of student grievance should be consistent with the educational institution. • Identify location of written grievance policy in Self Study. 	<ol style="list-style-type: none"> A. Written nursing program grievance process printed in at least one official document. B. Grievance process is readily available to students, is objective and is universally applied.
<p>SECTION 1428(c) Tools used to evaluate students' progress and performance and clinical learning experiences shall be stated in measurable terms directly related to course objectives.</p>	<ul style="list-style-type: none"> • There is a formal plan for evaluation of students' achievements that is based upon clinical objectives that are measurable and related to course outcome objectives. • The student evaluation plan is consistently implemented across the curriculum. 	<ol style="list-style-type: none"> A. Clinical evaluation tools related to clinical/course objectives that are stated in measurable terms. B. Documentation of student conferences. C. Students report consistent implementation of evaluation plan based on clearly stated objectives.

APPROVAL CRITERIA	INDICATORS	EVIDENCE
VII. LICENSED VOCATIONAL NURSES		Including, but not limited to:
SECTION 1429(a) An applicant who is licensed in California as a vocational nurse is eligible to apply for licensure as a registered nurse if such applicant has successfully completed the courses prescribed below and meets all the other requirements set forth in Section 2736 of the Code. Such applicant shall submit evidence to the Board, including a transcript, of successful completion of the requirements set forth in sub-section (c) and of courses in physiology and microbiology comparable to such courses required for licensure as a registered nurse.	NOTE: This section refers to the California Licensed Vocational Nurse applying for licensure in California as a Registered Nurse through the 30 unit/45 unit Option. The process for program applicants who are applying for advanced placement due to prior education and experience should be addressed under Transfer and Challenge Section 2786.6.	Transcripts will reflect eligibility to sit for the licensure examination in California.
SECTION 1429(b) The school shall offer objective counseling of this option and evaluate each licensed vocational nurse applicant for admission to its registered nursing program on an individual basis. A school's determination of the prerequisite courses required of a licensed vocational nurse applicant shall be based on an analysis of each applicant's academic deficiencies, irrespective of the time such courses were taken.	<ul style="list-style-type: none"> Counseling is provided to all LVN applicants to the program and shall include the following: <ol style="list-style-type: none"> Minimum requirements for licensure shall be explained objectively to each applicant. Previous courses shall be analyzed on an individual basis. No recency requirements shall be applied to prerequisite courses for this option. There is at least one officially published document describing this option. 	A. The official school document that indicates all options available to LVNs interested in RN licensure and that each applicant will be individually evaluated. B. Program Director, college/university counselors and students verify option is made available and that counseling is offered. C. Written narrative of program's experience with 30 (45) unit Option students including: <ol style="list-style-type: none"> Number of graduates, Evaluation of attrition rates, and NCLEX pass rates.



APPROVAL CRITERIA	INDICATORS	EVIDENCE
<p>SECTION 1429(c) The additional education required of licensed vocational nurse applicants shall not exceed a maximum of thirty (30) semester or forty-five (45) quarter units. Courses required for vocational nurse licensure do not count toward fulfillment of the additional education requirement. However, other courses comparable to those required for licensure as a registered nurse, as specified in Section 1426, may be counted toward fulfillment of the additional education requirement.</p>	<ul style="list-style-type: none"> Curriculum requirements for 30/45 unit Option included in Self Study is consistent with Board approved curriculum requirements for this option. (EDP-P-06 or EDP-P-06 Rev. The revision of 2001 is the preferred form.) The program will specify no more that 30 semester or 45 quarter units for completion of minimum requirements for a California LVN to be eligible for the NCLEX-RN. Course work will be beyond the licensed vocational nursing level. 	<p>A. Transcripts shall reflect designated courses required by Section 1429(c). B. Course syllabi for this option reflect the minimum units/hours as listed on approved curriculum form. C. Implementation of this option verified by students and faculty.</p>
<p>Nursing courses shall be taken in an accredited school and shall be beyond courses equivalent to the first year of professional nursing courses. The nursing content shall include nursing intervention in acute, preventive, remedial, supportive, rehabilitative and teaching aspects of nursing. Theory and courses with concurrent clinical practice shall include advanced medical-surgical, mental health, psychiatric nursing, and geriatric nursing. The nursing content shall include the basic standards for competent performance prescribed in Section 1443.5 of these regulations.</p>	<p>NOTE: Students who complete this option will take NCLEX-RN as a non-graduate. This status will not change even if student goes on to obtain a degree. There is no restriction to practice within California. The student may have difficulty in transferring to another state or territory. The student may also have difficulty applying to a college/university for an advanced degree.</p>	

APPROVAL CRITERIA	INDICATORS	EVIDENCE
VIII. TRANSFER AND CHALLENGE		Including, but not limited to:
SECTION 2786.6 The board shall deny the application for approval made by, and shall revoke the approval given to, any school of nursing which:	<ul style="list-style-type: none"> Process for providing advanced placement for students will be described in Self Study and includes: <ol style="list-style-type: none"> Challenge examination for theory and clinical practice, if required, Type and percent of students entered into advanced placement, and How eligibility for advanced placement is determined. 	Faculty evaluation of advanced placement students includes their success in the program, any special problems or issues and any changes made in the program as a result of students' input.
(a) Does not give to student applicants credit, in the field of nursing, for previous education and the opportunity to obtain credit for other acquired knowledge by the use of challenge examinations or other methods of evaluation; or	<ul style="list-style-type: none"> Program process to grant credit for previous education for all nursing courses and other acquired knowledge. Policy for challenge and transfer is written and is available to students. 	A. Written policy for challenge and transfer. B. The challenge/transfer policy is known to students. C. Students eligible for advanced placement were offered the opportunity to challenge and/or transfer previous education for credit
(b) Is operated by a community college and discriminates against an applicant for admission to that school solely on the grounds that the applicant is seeking to fulfill the units of nursing required by Section 2736.6.	NOTE: The Board will accept the college or university's evaluation on granting credit as reflected in the applicants transcript.	A. All admission policies are readily available to applicants and the policies are universally applied.